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24 MAY 1967

Adm
10.9

MEMORANDUM FOR: Director of ELINT
Director of Research and Development
Director of Special Activities
Director of Computer Services
Director of Scientific Intelligence
Director of FMSAC
Director of Special Projects.

SUBJECT : Submission of Office Staffing Complements

1. In order to insure that certain points are covered in the submission of new or revised staffing complements, we would appreciate having the following items covered in the transmittal memorandum:

(a) Is the proposed staffing complement within the Office's authorized ceiling or does it reflect either an increase or decrease in personnel ceiling authorizations as furnished by OPPB.

(b) Is there an increase in GS-14 and above positions as a result of this staffing complement submission.

(c) What is the average grade for the Office on the existing staffing complement; what will be the average grade for the Office on the proposed staffing complement.

(d) A brief statement giving reason for revision and the impact, both administrative and substantive, of the significant changes.

2. Other items you consider pertinent can be covered of course, in your transmittal memorandum.

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Executive Officer
Directorate of
Science and Technology

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